

EPA Official Record

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Subject: 2010 Annual Pretreatment Report

For the 2010 annual pretreatment report, EPA is piloting a new spreadsheet for reporting of the influent, effluent, and sludge monitoring data and we are requesting that the spreadsheet be used for reporting the monitoring data to EPA. Attached is the spreadsheet that has been tailored for your facility along with instructions for its use and an electronic copy of the annual report guidance for calendar year 2010 (paper copies will be mailed in the near future). As noted in the instructions, the spreadsheet has a separate worksheet for the influent, effluent, and sludge monitoring data. Each worksheet lists the pollutants to be reported for your system along with the pollutant goals and required monitoring frequency for each monitoring point. Note that there may be pollutants that have a listed monitoring frequency of "0". For these pollutants, no data is required to be entered in the spreadsheet, although if data is available for toxic pollutants that are listed in the spreadsheet we are asking that it be reported. To use the spreadsheet, the data for each monitoring point should be entered in the appropriate worksheet and the spreadsheet either e-mailed back to me or saved to a CD and submitted with the paper copy of the annual report. Please note that at this time a paper copy of the data must also be printed and submitted to EPA with the paper copy of the annual report, and the priority pollutant scans will need to be included with the paper copy of the report as well. Use of this spreadsheet is voluntary, but would be greatly appreciated. A short survey form on the spreadsheet is also included with annual report guidance.

Please call or e-mail me with any questions regarding the spreadsheet. I will be out of the office the week of December 27th, but should be in all week starting on January 3rd. Thank you for your assistance.



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